

GIVING PRESENTATIONS

THE PERFECT START Things to do (and not to do) when opening a presentation

Making a presentation in a foreign language is for many people one of the most terrifying things they have to do at work. Here are some standard techniques to help you make a confident and effective start, with a few tips on what not to do, too!

DO

- Begin with a warm welcome – thank the audience for coming
- State your name and job title (or say what you do)
- Confirm the objective of the presentation
- Explain the structure of the presentation
- Say how long you will talk for
- Let the audience know when to ask questions – during or at the end of the presentation
- Move smoothly to the first point in the presentation

DON'T

- Apologise for your English (be confident and focus on expressing your ideas)
- Worry about making mistakes (people want to listen to your ideas, not your grammar)
- Rush things (take your time and give your audience time to understand the information)



▶ 2.03 Listen to the first speaker continuing his presentation and introducing his company. Note down the information he gives about the following.

COMPANY PROFILE

When established: _____
 Main strength: _____
 Size of workforce: _____
 Countries of operation: _____
 Plan for growth: _____

Signposting in presentations

4 Complete the signposting phrases from the presentations in Exercises 2 and 3 using the words in the box. If necessary, use the audioscripts on pages 146–147 to help you.

begin close feel hand make said take today

Beginning the presentation	To start, I'd like to [share a story with you]. What I want to do ¹ _____ is [to give you a short introduction to the company]. Let's ² _____ with [the most important part of the company].
Sequencing	Firstly, ...; Secondly, ...; And finally, ...
Highlighting important information	There are three important points I want to ³ _____. This is also important because [we want to stay personal].
Referring to visuals	So, if you can ⁴ _____ a look at this slide, ...
Referring to different sections of the presentation	As I ⁵ _____ earlier, ... I'll say more about that later.
Inviting questions	If you have any questions, ⁶ _____ free to [interrupt / ask me at the end].
Dealing with questions	Great question. Really good question.
Closing	So, I'll ⁷ _____ there. Thank you very much for listening. And I'll ⁸ _____ over to [Paul].

A Match 1-8 with a-h to make signposting sentences.

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|---------------------------------|---|
| 1 Good morning | a into three parts, with finance as part three. |
| 2 Thanks very much | b with a quick review of the project status. |
| 3 I'm | c everyone, and good to see you here. |
| 4 Today I want to | d about ten minutes per section. |
| 5 I've divided the presentation | e Jan Sanders and I work in Finance. |
| 6 I'll need | f any questions, just interrupt me. |
| 7 If you have | g update you on the Xeros project. |
| 8 OK, let me begin | h for coming. |